



## Dunstable 350<sup>th</sup> Celebration Committee Meeting Minutes

2/28/2022 6:35 pm - Meeting Called to Order

### Meeting Attendees:

Jon Crandall, Debbie Courtney, Michael Fahy, Sue Fayne, Erica Flynn, Margery Kimpton, Dave Kimpton, Kathy Sniezek, Nicole Tully and Kieran Meehan, Committee Liaison

### AGENDA

Call to Order

Approval of 2/8/22 Meeting Minutes

Budget Update

Request for Town Funding, Request for Donations

Update on Merchandise

Update on Near- and Long-Term Events

Adjourn

### Budget Update

- Sky Meadow deposit for October gala - \$1,500 – PAID
- \$3,895.00 remaining in account

### Request for Town Funding, Donations

- Sue F asked everyone to go into Budget doc to update event sheets with more cost details for FY2022 & FY2023 – need detailed cost estimate for October 15<sup>th</sup> gala
- Need to follow up with Board of Selectman on funding status
- Send Kieran the donation tiers spreadsheet
- If any Committee members have a contact on the solicitation list, add name and contact
- 501c account - follow up with Ron on the fire department. He was going to follow up with town council. Kathy/Sue to email for an update

### Update on Merchandise

- T-shirts & hoodies: Debbie will put in second order to have merch to sell @ upcoming events
  - Jon S. confirmed with Sue Tully that we can sell merch @ Summer Concert Series; we will invite a representative to an upcoming meeting
- Tote bags: Sue will get new cost estimates and samples
- Hats: Debbie will get cost estimates; targeting \$20-\$30 sale price
- Pottery: Margery contacted vendor who made vases, mugs, and steins for last anniversary celebration
  - Committee agreed to move forward with ordering 150 mugs, 120 vases (20 for Jon Crandall) and 100 steins pending wholesale cost
  - Estimate cost is ~\$5k total; Jon Crandall offered to front the money so we can get merchandise in to sell
  - ~10-12 week lead time; pottery will have "Dunstable...Est. 1673" (not celebration logo)

### **Update on Near- and Long-Term Events**

- Task force leaders for sub-committees should begin meeting regularly
- 4/30/22 TRIVIA NIGHT: Committee agreed to move forward with Trivia Night on Saturday, April 30<sup>th</sup> 7-9 pm @ Pepperell VFW
  - Nicole to book venue, bartender, emcee
  - Sue, Kathy looking into web-based registration and ticketing (Eventbrite)
  - Teams of up to 10 can register & can bring their own food
  - Need to determine table prize (gift bags w/gift cards, coupons?), whether to do a 50/50 raffle, whether to do team themes
  - Promote on social media and through school newsletters (elementary, middle & high school)
- 6/X/22 TOWN-WIDE YARD SALE: hosted by the Council on Aging – we can have a merch table
  - Need to coordinate with Sue Tully
- 6/22/22 – 7/27/22 SUMMER CONCERT SERIES: we can have a merch table
  - Need to invite Concert Committee member to one of our meetings soon to discuss
- 8/20/22 GRANGE FAIR: we can look into having a merch table
- 9/2/22 ICE CREAM SOCIAL: Little Red Schoolhouse, 4-7 pm
  - Margery Kimpton is donating party tent rental
  - Goss Farm will donate ice cream
  - Need to determine toppings, family-friendly activities, music
- 10/15/22 OPENING CELEBRATION GALA: Sky Meadow Ballroom & Patio, 6-11 pm
  - Deposit paid
  - Task Force will meet soon on ticket price, event details, sponsorships & promotion
- Michael will begin working on a playbook template for Committee members to document the 350 events/activities for future planning committees

### **Other**

- Kathy to update master calendar with planned events
- Kathy to update social calendar with post ideas
  - Did you know? Facts and stories; Dave has 2 ready to use

Meeting adjourned at 8:19 pm